

State of Nebraska



Governor's Emergency Fund

"Guidelines for Public Officials"

Prepared by the Nebraska Emergency Management Agency

2006

STATE OF NEBRASKA



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Governor

EMERGENCY MANAGEMENT AGENCY

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The Governor's Emergency Fund established under RRS 81-829.42 of the Nebraska Emergency Management Act, is administered by the Adjutant General/Nebraska Emergency Management Director acting on behalf of the Governor.

This document is intended to provide government officials with guidance in the use of this fund and to define the procedures for requesting assistance from the State of Nebraska under emergency conditions.

The information contained in this document provides guidance according to the requirements of state law and regulations that will be followed in evaluating local requests for assistance from the Governor's Emergency Fund in the event of a situation or threat. Early and complete notification to the Nebraska Emergency Management Agency by local authorities following these guidelines is essential. Adherence to the following guidelines, will expedite assistance from the State for disaster events.

Notification of an event or a request for assistance is accomplished by contacting the Nebraska Emergency Management Agency toll free at 1-877-297-2368.

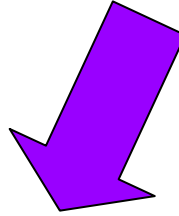
A handwritten signature in black ink, reading "Roger P. Lempke".

Roger P. Lempke
Major General
The Adjutant General

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Sequence of Events



- 1.) Locals assess damages -see Attachment 1 & 1a
- 2.) Locals phone or fax to NEMA – Incident Status Report (ISR)
see Attachment 2- 2pages
- 3.) Incident is above local capability-locals declare disaster
see Attachment 3 & 3a
- 4.) State inspection-
NEMA sends out an inspection team to determine eligibility
- 5.) Governor's Proclamation
- 6.) Determination of applicant, facility, work and cost eligibility
- 7.) Eligible applicants submit forms -see Attachments 4, 5, & 6
- 8.) Eligible applicant(s) document Labor, Equipment, Material & Contract costs
see Attachment 7, 8, & 9
- 9.) Time limits are enforced: Emergency Work/Debris Removal -6 months
Permanent Work – 18 months
- 10.) Financial Assistance is reimbursed upon completion of project(s) at a cost share
determined by the Governor after the applicant's threshold is met

GOVERNOR'S EMERGENCY FUND / GUIDELINES FOR PUBLIC OFFICIALS
2006

I. BASIC PROGRAM

A. Purpose:

1. The Governor's Emergency Fund was established by Nebraska RRS 81-829.42 to provide appropriations for the Governor to expend for any state of emergency. In addition to making expenditures for any or all emergency management functions, the Governor may provide assistance to political subdivisions that have suffered from a disaster or emergency to such an extent as to impose a severe financial burden exceeding the ordinary capacity of the subdivision. Such assistance is designed to help political subdivisions of the state maintain or promptly restore essential public facilities or services when threatened by or damaged as the result of a natural or man-made disaster.
2. Nebraska Emergency Management Agency (NEMA) under the direction of the Adjutant General administers the Governor's Emergency Fund.
3. For the purposes of the Governor's Emergency Fund a political subdivision is a city, village, county, school district, or other units of government below state level, including entities created by local public agencies.

B. Eligibility Requirements

1. General Eligibility

Because the Governor's Emergency Fund provides financial assistance to political subdivisions only when disaster/emergency costs exceed ordinary capacity, **threshold deductibles** are established as follows:

- a. A county shall be eligible for aid when the repair costs for damage to public property and/or disaster relief service costs exceed:
 - 1) A sum equal to the amount that would be raised by the Tax Rate of .00035 on the dollar of the valuation of all taxable property in the county **including** property located within the cities and villages, or
 - 2) A Tax Rate of .00052 on the dollar of the valuation of all taxable property in the county, **excluding** property located within the cities or villages.
 - 3) For counties organized under townships, expenditures by the county and all townships therein shall be totaled for the purposes of the threshold deductible.
- b. Any city or village shall be eligible for aid when the repair costs to damaged public property and/or disaster relief service costs exceed a sum equal to the amount that would be raised by a Tax Rate of .00035 on the dollar, on the valuation of all taxable property in the city or village.

- c. Publicly owned utilities and other political subdivisions requesting assistance will provide the Nebraska Emergency Management Agency (NEMA) with certification that a severe financial burden exists. In all cases, the utility or political subdivision must prove that the financial burden exceeds the ordinary capacity of the political subdivision to recover.
- d. All other Governmental entities deemed eligible for disaster assistance will receive assistance as determined by the Governor based up the severity of the financial burden and their ability to recover.
- e. After the threshold deductible has been met, the state may match all eligible expenditures at the rate of 50% or at a rate directed by the Governor.

2 Site Specific Criteria

- a. A disaster damaged site (road, bridge, public facility, etc.) with less then \$1,000 in eligible repair costs is not eligible for assistance from the Governor's Emergency Fund.
- b. Damage repairs must not be part of normal maintenance, i.e. graveled sites with minimum grading are not eligible.
- c. The disaster-damaged site must be restored to pre-disaster design, subject to codes and standards in place at the time of the disaster.
- d. Only eligible damages, incurred during the declared incident period, as a result of the declared disaster, and in a declared area are eligible for assistance.

3. Eligible Categories - Eligible work includes:

- a. Opening, repairing, and restoring public roads and highways.
- b. Repairing and restoring public bridges.
- c. Restoration of municipality owned utilities.
- d. Furnishing medical services and supplies to prevent the spread of disease and epidemics;
- e. Quelling riots and civil disturbances;
- f. Clearing or removing debris and wreckage which threatens public health or safety from publicly owned or privately owned land or water;
- g. Other recovery costs as are necessary for restoration of essential government services.
- h. Emergency work with regards to fires- see Annex A for details

4. Ineligible Categories – Work that is not eligible for assistance includes:
 - a. Federal-aid highway routes.
The Federal Highway Administration (FHWA) administers an assistance program for roads and highways throughout the United States. This is the Emergency Relief (ER) program.
 - b. Repair costs related to disaster damages that are eligible for funding from other state or Federal programs are **NOT** eligible for financial assistance from the Governor's Emergency Fund. Other program funds are considered primary sources for financial assistance. Assistance from the Governor's Emergency Fund is supplemental to all other available state and Federal assistance programs and all insurance policies. As such, the Governor's Fund is utilized as the last source for state financial disaster assistance.
5. All state disaster eligibility and documentation requirements along with basic guidelines follow FEMA's policies and procedures- see Public Assistance Policy digest FEMA 321 booklet. To obtain a copy please contact the Public Assistance Officer at NEMA.
6. The following exceptions apply:
 - a. State declared disaster eligibility specification exceptions:
 1. No snow emergency funding
 2. No donated resource funding
 3. No alternate project funding
 4. No improved project funding
 5. No repetitive damaged site coverage
 6. Private Non-Profit (PNP's) are not eligible for funding
 7. other state entities are not eligible for funding
 8. Public Power Districts, Electric Cooperative Corporations are not eligible for funding
 - b. There are three additional requirements to be followed for proper eligibility. One is proof of proper insurance, coverage is required (insurance is applied first in accessing damage costs). Second, NEMA is to be notified of incident within 24 hours, and finally proof of damages, i.e.: pictures before clean up, etc.

II. LOCAL ASSESSMENT

A. Incident Status

1. The local Emergency Manager shall make the initial report of a threat of damage or actual damages to NEMA utilizing the NEMA Incident Status Report (ISR/OMS-1). (See Attachment 2)
2. Upon receipt of the Incident Status Report (ISR) the Adjutant General may require further investigation to determine the nature and extent of the emergency and type or amount of assistance required.
3. Taking pictures of the damages as soon as possible will help record the damages for State and Federal officials who may visit damage sites after debris is removed or repairs have begun or are completed.
4. All disaster related damages must be reported to NEMA **no later than (30) days** of the disaster event to be eligible for the program.

B. Local Declaration of Emergency

Based on the information recorded on the ISR, the local jurisdiction should make a determination on the ability of the jurisdiction to continue response activities and to recover from the disaster. If the determination is that the jurisdiction will require response assistance or financial assistance, the Chief Elected Official will declare that a State of Emergency exists and sign a local Declaration of Emergency on official stationery. The declaration must be filed with NEMA to be effective. (fax a copy to NEMA) (See Attachment 3 & 3a).

1. The Local Emergency Declaration indicates that normal resources cannot effectively respond to the disaster, or have been expended for response and recovery efforts to the point that remaining resources are inadequate to meet all disaster related needs.
2. A local emergency declaration by a village, city or county is not a request for assistance from the State. A separate application for assistance must be sent to NEMA (See Attachment 4).
3. Before a city, town or village may request assistance from the state, the county where the city, town or village is located must also submit a copy of the county emergency declaration to NEMA. If the county chooses not to declare a disaster, they are indicating that state assistance is not necessary and local government (to include the county) will meet all disaster-related costs. The declared community will not be eligible for financial assistance from the Governor's Emergency Fund.
4. Following receipt of the Local Disaster Declaration, the Adjutant General may:
 - a. Assign a damage assessment team of state representatives, accompanied by local officials, to evaluate the damages in the area.

- b. Recommend the Governor declare an emergency and commit such manpower and resources of the state as are available and appropriate.
- 5. Following the state damage assessment, and if the damages are not extensive enough for a Federal Disaster Declaration of Major or Emergency level, the political subdivision may prepare an application for state financial assistance. (Attachment 4)
- 6. When a disaster of such severity and magnitude occurs that a request for Federal assistance is anticipated, NEMA may immediately request a Joint Preliminary Damage Assessment (PDA) with FEMA Region VII in lieu of the initial state inspection, whereby a Federal representative(s) will accompany state and local representatives on a detailed survey of the damaged facilities.
- 7. If the PDA determines that a Federal Disaster Declaration is possible, the local jurisdiction will be notified of the procedures to follow. In the event a Federal Disaster is declared, elected officials and department heads will be invited to attend an applicant's briefing where they will be given the forms and instructions necessary to participate in the Federal programs.

III. STATE/FEDERAL DISASTER DECLARATION & REIMBURSEMENT POLICY

- A. If the Governor declares a State Disaster Declaration the following activities will occur:
 - 1. NEMA may deploy a field team to the affected jurisdiction to serve as liaison with that jurisdiction.
 - a. The NEMA field team and assignments will be determined by the scope of the disaster, and ensure an incident management system is implemented.
 - b. Members of the field team may assist the local Incident Commander assess the response needs, and begin tracking resources, expenses and mutual aid entities that are requested and are necessary to complete the response.
 - 2. Reimbursement for eligible expenses.
 - a. Impacted Jurisdictions who have a signed local Declaration of Disaster maybe eligible for reimbursement from the beginning of the event when:
 - 1. The Governor declares the jurisdiction a Disaster Area
 - 2. The Jurisdiction completes an Application for State Assistance (Attachment 4)
 - 3. The Jurisdiction completes and submits to NEMA the following documents:
 - a) Applicant Assurances (Attachment 5)
 - b) Designation of Authorized Representative Resolution (Attachment 6)

4. The Authorized Representative has submitted to NEMA complete documentation of expenses paid.
- b. Entities requested by the impacted jurisdiction under existing Mutual Aid Agreements, will respond under the terms of the existing Agreement.
 - c. Entities requested by the impacted jurisdiction with no pre-existing Mutual Aid Agreement, or if there are no dollar amounts for services in existing Mutual Aid Agreements, there may be a verbal agreement concerning the type, extent, terms, conditions and costs of the assistance when the assistance is requested. Post-event verbal agreements must be documented in writing as soon as possible. The Agreement must be signed and dated by all parties involved no later than 72 hours following the event.
 - d. Entities that self deploy are not eligible for reimbursement.
3. Following a State Declaration of Disaster, the Adjutant General through the NEMA Assistant Director, and working directly with the Incident Commander and elected officials of the declared jurisdiction may name a responding entity as a State emergency response team (Sert) under State Statute 81-829.52 - .55.
 - a. Each team will name a team leader who will keep and maintain a roster of members.
 - b. The establishment of a Sert designates them as a State entity.
 - 1) The Sert reports to the Incident Commander (IC) for taskings coordinated between NEMA and the IC.
 - 2) Their jurisdiction is reimbursed for their time, equipment and materials according to State policies.
 - 3) The Serts are stood down by NEMA in coordination with the declared jurisdiction.
 - 4) Each Sert will maintain records of personnel, equipment and materials using the forms found in the SERT information packet.
4. In the event the Incident becomes a Presidentially Declared Disaster:
 - a) The declared jurisdiction may become an applicant under the Public Assistance (PA) program.
 - b) Entities requested by the declared jurisdiction, who are responding outside their home jurisdiction, are not applicants to the PA program however if the pre-existing or post-event Mutual Aid Agreement includes payment requirements, can bill the declared jurisdiction. The declared jurisdiction can then request reimbursement for these expenses under the PA program.
 - c) Self deployed entities are not eligible for reimbursement.

- d) Entities named as Serts will be reimbursed by NEMA and are not eligible to be applicants under the PA program.

B. Federal Disaster Declarations.

- 1. In the event of a Federal Disaster Declaration, the declared jurisdiction(s) are eligible to become an applicant under FEMA procedures and will be requested to attend an applicants briefing.
- 2. Assisting jurisdictions acting as SERTS will be reimbursed by NEMA to SERT procedures.

IV. REQUEST FOR STATE FINANCIAL ASSISTANCE

- A. An application for financial assistance from the Governor's Emergency Fund should be made only when a political subdivision has exceeded their threshold deductible and must be initiated by the Chief Elected Official or an appointed authorized representative.
- B. State inspection of disaster related damages will determine the eligibility of the applicant and work projects, and the amount of financial assistance to be provided from the Governor's Emergency Fund to aid in disaster recovery.
- C. Representatives from NEMA will assist local jurisdictions as may be required or appropriate, in completing the required forms. Applicants must complete the following forms and submit them to NEMA where they will become part of the applicant's disaster assistance file. Forms required:
 - 1. Incident Status Report (Attachment 2)
 - 2. Local Disaster Declarations (County & City/Village) (Attachment 3 & 3a)
 - 3. Application for State Assistance (Attachment 4)
 - 4. Applicant Assurances (Attachment 5)
 - 5. Designation of Applicant's Authorized Representative Resolution(Attachment 6)
- D. Based on local resources and the severity of the disaster, the Applicant's Damage Survey Report (Attachment 1) may be replaced by a State Inspection Report or if warranted, a Joint Federal/State/Local Preliminary Damage Assessment Report.
- E. Upon receipt of a completed Governor's Emergency Fund application for financial assistance, the Adjutant General may:
 - 1. Recommend the Governor provide emergency financial support from the Governor's Emergency Fund.
 - 2. Request, on behalf of the Governor, support from Federal agencies.

3. Recommend the Governor request a Presidential Disaster Declaration under the provisions set forth in Public Law 93-288, as amended (Stafford Act), to provide support from agencies of the Federal government either by services or funding, as may be appropriate.

F. Financial Aid

1. Assistance from the Governor's Emergency Fund will be in the form of reimbursement after the applicant has submitted an approved claim and satisfactory evidence indicating the disaster relief measures for which assistance is being sought have been accomplished and all bills for such measures have been paid. Reimbursement of expended funds, prior to completion of a project, may be considered in cases where cash flow is a problem for the local political subdivision. Claims of this nature will be reviewed on a case-by-case basis and approved by the Governor.
2. Eligible applicants will not receive reimbursement from the Governor's Emergency Fund prior to the state's receipt of all required documentation set forth in these guidelines to support the applicant's claim.
3. NEMA will conduct a final review/desk audit of all documentation to verify that work has been completed and all bills have been paid, prior to final payment. (See Attachments 7, 8 & 9)

G. Payment Cycle

The Nebraska Emergency Management Agency will initiate the payment process upon receipt of all required documentation to support an applicant's claim for reimbursement from the Governor's Emergency Fund. Reimbursement, at a rate of 50% (or as directed by the Governor) minus the threshold deductible, will be based on completed and paid projects identified by the State Inspector to be eligible for assistance. Public Assistance and Budget/Fiscal staff of the Nebraska Emergency Management Agency will review all documentation, then prepare and submit a payment voucher to the Nebraska Department of Administrative Services. Reimbursement checks (or ACH if the amount is \$75,000 or more) will be issued and forwarded to the applicant for approved, eligible disaster repair costs.

GUIDANCE GOVERNING WILDFIRE FINANCIAL ASSISTANCE

The purpose of this Guidance is to establish a framework by which State resources will support the needs of Rural Fire Protection Districts in the detection, management and suppression of wildfires. The Wildfire Financial Assistance Program consists of the following components:

I. Aerial Wildfire Detection & Observation Assistance

II. Aerial Wildfire Suppression Assistance

III. Wildfire Operations Assistance

The Governor has authorized NEMA to provide state financial assistance for Aerial Wildfire Detection & Observation, Suppression and Operation assistance and to establish the necessary procedures and controls required to administer any expenditures from the Governor's Emergency Fund. Notifications and operations must be conducted as described in the 'yellow ' fire booklet.

\$10,000 LIMIT PER AERIAL EVENT:

Under Nebraska Statute 81-829.42 (6) the Adjutant General is authorized to expend up to \$10,000 per event for aerial wildfire suppression from the Governor's Emergency Fund. Expenditures in excess of \$10,000 per event will require that the Governor issue an emergency proclamation to authorize the Nebraska Emergency Management Agency to provide state financial assistance from the Governor's Emergency Fund.

Under no circumstances should financial assistance be considered automatic or provided without proper authorization. These guidelines will be followed by NEMA regarding financial assistance to support the Aerial Wildfire Program. This guidance applies only to this program and not any other type of disaster.

LOCAL EMERGENCY DECLARATION

Should an aerial application mission require expenditures exceeding the authorized \$10,000 limit, a local formal request for state Wildfire Suppression Financial Assistance and a Governor's Emergency Proclamation will be required. The request to exceed the \$10,000 limit should be made only when the Rural Fire Protection District and County have exceeded their local resources. If the amount does exceed \$10,000 the state may match the eligible expenditures at the rate of 50% or at a rate directed by the Governor. To obtain a local emergency declaration the Fire Chief of the Rural Fire Protection District or authorized personnel should request the county emergency manager/coordinator submit a formal request for wildfire financial assistance from the Governor's Emergency Fund. The local emergency manager/coordinator will obtain the local emergency declaration from the affected county or counties and submit it to NEMA. The declaration process and any assistance from the Governor's Emergency Fund will be administered as described in the Basic Program.

FISCAL INFORMATION

This is for ALL bills regarding: Aerial Detection, Observation and Suppression (items I and II)

All bills for services **MUST** be submitted within 30 calendar days of the mission to:

Nebraska Forest Service
Fire Control Section
P.O. Box 830815
Lincoln, NE 68583-0815

See Attachment #10- send in completed billing form

The office of the Nebraska State Forester will review, sign and forward all billings to the Nebraska Emergency Management Agency for payment.

PLEASE NOTE: If notification of the mission is not received by NEMA prior to receipt of the aerial bill, wildfire aerial financial assistance will not be allowed.

I. AERIAL WILDFIRE DETECTION & OBSERVATION ASSISTANCE

A. Aerial wildfire detection and observation financial assistance under the Governor's Emergency Fund was established to provide local government with a means to detect wildfires in their early stages and/or observe a fire for planning purposes, thus preventing loss of life and property.

B. MISSION GUIDANCE

1. The local emergency management director, acting upon a request from the local Rural Fire Protection District Chief, is authorized to coordinate and dispatch an aerial wildfire detection mission at a cost to not exceed \$250 per mission. The local emergency manager/coordinator is responsible for notifying NEMA of the detection or observation mission by calling 1-877-297-2368.
2. On completion of the mission, the local emergency management director will advise NEMA of the following incident information:

Notification information should include:

- a. Name of Incident Commander
- b. Date of Wildfire;
- c. Time of Wildfire;
- d. Location of Wildfire;
- e. Cause of Wildfire (if known);

- f. What is burning (grass, timber, crops, etc.);
- g. Fire District where the fire is;
- h. RFD's/VFD's Involved;
- i. Number of aircraft;
- j. Which aerial applicator(s);
- k. What the wildfire is threatening; and
- l. Wind speed and direction.

II. **AERIAL WILDFIRE SUPPRESSION ASSISTANCE**

- A. Aerial wildfire suppression assistance under the Governor's Emergency Fund was established to provide rural fire protection districts with a means of applying wildfire suppression or retardant materials to wildfires, thus preventing loss of life and property.

B. **MISSION GUIDANCE**

1. The Adjutant General has authorized that an Incident Commander of a Wildfire incident may dispatch cooperating aerial applicators to apply wildfire suppression or retardant materials on wildfires occurring in Nebraska at a cost not to exceed \$10,000 per event. The Nebraska Forest Service Fire Control Section lists cooperating aerial applicators in their *Emergency Assistance for Wildfire Control* document.
2. The Incident Commander is responsible for notifying the Nebraska Emergency Management Agency (NEMA) of the aerial suppression mission by calling 1-877-297-2368. Any person authorized by the Incident Commander may accomplish notification.
3. Notification information should include:
 - a. Name of Incident Commander
 - b. Date of Wildfire;
 - c. Time of Wildfire;
 - d. Location of Wildfire;
 - e. Cause of Wildfire (if known);
 - f. What is burning (grass, timber, crops, etc.);
 - g. Fire District where the fire is;
 - h. Mutual Aid Departments;
 - i. Number of aircraft;
 - j. Which aerial applicator(s);
 - k. What the wildfire is threatening; and
 - l. Wind speed and direction.

C. **AERIAL APPLICATOR ALLOWABLE RATES**

The Nebraska Emergency Management Agency, the Nebraska Department of Aeronautics and the Nebraska Aviation Trade Association acting in coordination with the Nebraska State Forester Fire Control Section, will conduct an annual evaluation of the flying hour rate structure established for this program. Necessary rate

modifications will be published prior to the wildfire threat period in the *Wildfire Control Emergency Assistance Handbook*, printed by the Nebraska Forest Service Fire Control Section.

III. **WILDFIRE OPERATIONS ASSISTANCE**

- A. The Governor's Emergency fund provides financial assistance to political subdivisions only when an emergency/disaster has occurred as to impose a severe financial burden exceeding the ordinary capacity of the local political subdivision concerned.

Accordingly, prerequisites for wildfire financial aid to Rural Fire Protection Districts are established as follows:

1. A Rural Fire Protection District shall be eligible for financial assistance from the Governor's Emergency Fund when it proves that wildfire suppression costs have created a financial burden that exceeds the ordinary capacity of the Rural Fire Protection District to recover and the Governor has declared a State Disaster.
2. All eligible expenditures may be reimbursed at a rate directed by the Governor.
3. Eligible reimbursement will be based upon the following equipment rates:
(In route or engaged in fighting fire)

a. Grass Rig up to 250hp	\$30 per hour
b. Engine up to 400hp	\$40 per hour
c. Tender up to 1000 gal	\$44 per hour
d. Tender over 1000 gal	\$46 per hour
e. Command Vehicle	\$35 per hour
f. Panel Truck w/ equipment	\$35 per hour
g. Dozers & Graders	Per hp using FEMA Equipment Rates
h. stand-by time @ staging area	25% of hourly rate
4. Labor costs for volunteer employees can not be considered for reimbursement.

B. *REQUEST FOR STATE ASSISTANCE*

To obtain a local emergency declaration the President of the Rural Fire Protection District or authorized personnel should request the county emergency manager/coordinator to submit a formal request for wildfire financial assistance from the Governor's Emergency Fund. The local emergency manager/coordinator will obtain the local emergency declaration from the affected county or counties and submit it to NEMA. The declaration process and any assistance from the Governor's Emergency Fund will be administered as described in the Basic Program.

APPLICANT'S DAMAGE SURVEY REPORT

(Complete One Report for Each Disaster Damaged Site)

1. APPLICANT:		SITE NR:	
2. DAMAGED FACILITY: (Location, Identification & Description – Attach a Map of Area)			
3. DESCRIPTION OF DAMAGE:			
4. SCOPE OF PROPOSED WORK:			
5. ESTIMATED COST OF PROPOSED WORK:			
QUANTITY	UNIT	MATERIALS & DESCRIPTION	COST
TOTAL:			
6. SIGNATURE OF LOCAL INSPECTOR:		Date:	
7. CONCURRENCE OF STATE INSPECTOR: <input type="checkbox"/> YES <input type="checkbox"/> NO (SIGNATURE)		Date:	
<p>(Non-Concurrence by State Inspector Will Require a State Inspection Form to be Completed by the State Inspector)</p> <p style="text-align: center;"><u>REMARKS</u></p>			

Instructions For Preparation Of Applicant's Damage Survey Report

Items 1 – 4 Self explanatory

Item 5 List all materials and equipment that will be required to accomplish the repairs or replacements. If you already have a contract in effect, simply list under the materials and equipment the contract in effect. Also state if contractor is going to supply all materials, labor and equipment or if portions will be supplied by the county or city.

Item 6: Sign the report

Item 7: Leave blank. This portion will be completed by the State Inspector. You will be notified of the date and time of the state inspection.

NOTE: Reports must be clear and concise. Your eligibility depends upon such reports. Make maximum use of photos, maps, drawings, etc., and submit them with your report.

Complete and attach the Bridge Survey Report if bridges are involved.

Your estimates must be based on costs to repair or replace the facility to its pre-disaster condition. No improvement will be allowed nor change in design of the original facility.

If, in your opinion, repair or replacement to pre-disaster design or condition will clearly result in an unsafe or unusable facility, so state in the remarks section of your report with reason and justification for change in original design.

Submission of the Damage Survey Report and concurrence by a State Inspector does not constitute approval of your application for financial assistance. You will be officially notified by the Nebraska Emergency Management Agency if this project is approved for assistance from the Governor's Emergency Fund.

INCIDENT STATUS REPORT

Incident: _____ Incident Date: _____ Report date/time _____

Jurisdiction: _____ Name _____

Call back number: _____ Incident Commander _____

Instructions: As soon as possible fill in as much information as you currently know. The information in **bold** is of immediate importance. Other information can be gathered as it becomes available. Please fill all of the information areas, put **unknown** in areas where you have no information and **none** where there is no damage or impact. Please fax or call the information into the State EOC as soon as *any* information is known, then fax or call in updates as new information becomes available or as it is requested by NEMA. Thank you. Fax 402 471-7433 or Call 877 297-2368

1. GENERAL INFORMATION:

1.1 General Location of Affected Area:

1.2 EOC Activated? Y N

1.3 Disaster Declaration? Y N

2. LOCAL ACTIONS:

2.1 Evacuation Ordered? Y N Size of Area: _____

2.2 Resources Deployed:

2.2.1 Law Enforcement: Y N 2.2.2 Fire: Y N 2.2.3 Rescue: Y N 2.2.4 Public Works: Y N

2.2.5 Mutual Aid Departments on scene: _____

2.2.6 Private Utilities: _____

3. DISASTER IMPACTS:

3.1 Number of: Fatalities _____ Injuries _____ Missing Persons _____

3.2 Estimated number of families/individuals displaced: Actual _____ Anticipated _____

3.3 Number of Shelters Open: _____

3.4 Number of People Sheltered: _____

3.5 Anticipated Total Number of Persons: _____

3.6 Special Needs Citizens Identified and Cared For: Y N

3.7 Comfort locations for Emergency Workers established? Y N

3.8 Number of structures damaged:

3.8.1 Homes: Minor _____ Major _____ Destroyed _____ % Insured _____

3.8.2 Public Buildings: Minor _____ Major _____ Destroyed _____ % Insured _____

3.8.3 Business/Industry: Minor _____ Major _____ Destroyed _____ % Insured _____

Minor - Building is damaged and may be used under limited conditions with minor repairs.

Major - Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.

Destroyed - Building is a total loss or damaged to the extent that it is no longer usable and is not economically feasible to repair

3.9 Immediate Needs: (health & safety for individuals & property):**4. STATUS OF SERVICES:****4.1 Status of Electric Utility Service:****4.2 Status of Telephone Service:****4.3 Status of Schools:****4.4 Status of Government Offices:****4.5 Impacted Critical Facilities****4.5.1 Hospitals:** _____**4.5.2 Water Treatment Plants:** _____**4.5.3 WasteWater Plants:** _____**4.5.6 Lift Stations:** _____**4.5.7 Natural Gas:** _____**4.5.8 Correctional:** _____**4.5.9 Other:** _____**5. TRANSPORTATION:****5.1 Streets:** **Extent of Damage**

_____	_____
_____	_____
_____	_____
_____	_____

5.2 Roads:

_____	_____
_____	_____
_____	_____
_____	_____

5.3 Bridges:

_____	_____
_____	_____
_____	_____
_____	_____

6. ANTICIPATED FUTURE NEEDS: (Including personnel, equipment, mass care etc)

REMEMBER: This document must be prepared and submitted to the Nebraska Emergency Management Agency on the **OFFICIAL LETTERHEAD** of the jurisdiction requesting state assistance. Fax to (402)-471-7268 Attn: PAO

SAMPLE (COUNTY) DISASTER DECLARATION

_____ County has suffered a _____ (i.e., a disastrous tornado strike) that occurred on _____ causing severe damage to public and private property, disruption of utility service, and endangerment of the health and safety of the citizens of _____ County within the disaster area. Therefore, the Board Chair of _____ County _____ (Commissioners/Supervisors) has declared a state of emergency authorized under Nebraska Statute R.R.S. 81-829.50, on behalf of _____ County and will execute for, and on behalf of _____ County, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he deems necessary in the fulfillment of his/her duties.

Board Chair, _____ County

(Commissioners/Supervisors)

WITNESS my hand and the seal of
my office this _____ day of _____,
in the year 20_____

Date

County Clerk

REMEMBER: This document must be prepared and submitted to the Nebraska Emergency Management Agency on the **OFFICIAL LETTERHEAD** of the jurisdiction requesting state assistance. Fax to (402) 471-7268 Attn: PAO

SAMPLE CITY OR VILLAGE DISASTER DECLARATION

A Disaster Declaration for a city or village must be transmitted through the County Board to the Nebraska Emergency Management Agency

_____ (affected city/town/village) located in _____ County has suffered a _____ (i.e., disastrous tornado strike) that occurred on _____ (include date(s) and time) causing severe damage to public and private property, disruption of utility service, and endangerment of health and safety of the citizens of _____ (affected city/town/village) within the disaster area. (Briefly explain the extent of damage/loss and assistance required.) _____

Therefore, the Mayor (or Board Chair) of _____ (affected city/town/village) has declared a state of emergency authorized under Nebraska State Statute R.R.S. 81-829.50 on behalf of _____ (affected city/town/village), and will execute for and on behalf of _____ (affected city/town/village), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the applying to the State of Nebraska for assistance from the Governor's Emergency Fund and any other resources he deems necessary in the fulfillment of his duties.

Mayor, City of _____
(or Board Chair of affected jurisdiction or by
appointed authorized representative)

Witness my hand and the seal of my office
this _____ day of _____, in
in the year _____.

Date

City/Village Clerk

***STATE OF NEBRASKA
APPLICATION
FOR
STATE ASSISTANCE***

1. DATE SUBMITTED:	2. <i>FEDERAL TAX ID NUMBER:</i>															
3. APPLICANT LEGAL NAME:	4. NAME & TELEPHONE (contact person):															
5. <i>MAILING ADDRESS (city, state & zip code):</i>	6. TYPE OF APPLICANT: <table style="margin-left: auto; margin-right: 0;"> <tr><td style="text-align: right; padding-right: 10px;">STATE AGENCY</td><td style="width: 40px; height: 20px;"></td></tr> <tr><td style="text-align: right; padding-right: 10px;">COUNTY</td><td style="width: 40px; height: 20px;"></td></tr> <tr><td style="text-align: right; padding-right: 10px;">CITY</td><td style="width: 40px; height: 20px;"></td></tr> <tr><td style="text-align: right; padding-right: 10px;">TOWNSHIP</td><td style="width: 40px; height: 20px;"></td></tr> <tr><td style="text-align: right; padding-right: 10px;">SPECIAL DISTRICT</td><td style="width: 40px; height: 20px;"></td></tr> <tr><td style="text-align: right; padding-right: 10px;">PRIVATE NON-PROFIT</td><td style="width: 40px; height: 20px;"></td></tr> <tr><td colspan="2" style="padding-top: 5px;">OTHER (specify): _____</td></tr> </table>		STATE AGENCY		COUNTY		CITY		TOWNSHIP		SPECIAL DISTRICT		PRIVATE NON-PROFIT		OTHER (specify): _____	
STATE AGENCY																
COUNTY																
CITY																
TOWNSHIP																
SPECIAL DISTRICT																
PRIVATE NON-PROFIT																
OTHER (specify): _____																
7. AREAS AFFECTED:																
TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																
TYPED NAME OF AUTHORIZED REPRESENTATIVE, TITLE	DATE															
SIGNATURE OF AUTHORIZED REPRESENTATIVE	TELEPHONE NUMBER															

******Federal tax ID # is required along with actual mailing address******

State of Nebraska Applicant Assurances

The applicant hereby assures and certifies that he will comply with the NEMA regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of State funds for this state fund-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will have sufficient funds available to meet the non-state share of the cost for construction projects. Sufficient funds will be available when the construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
3. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
4. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the State grantor agency may need.
5. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.
6. It will give the grantor agency and the Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will require the facility to be designed with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," number A117.1-1961, as modified. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
8. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving State agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
9. It agrees to comply with Section 311.P.L. 93-288 and with Title VI of the Civil Rights Act of 1964(P.L. 83-352) and in accordance with Title VI of the act no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of State financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the State financial assistance is extended or for another purpose involving the provision of similar services or benefits.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will comply with all requirements imposed by the State grantor agency concerning special requirements of law, program requirements, and other administrative requirements outlined in the Governor's Guide.
12. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
13. The emergency or disaster relief work therein described for which State Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
14. It will (1) provide without cost to the State of Nebraska all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the State of Nebraska free from damages due to the approved work or State funding.
15. This assurance is given in consideration of and for the purpose of obtaining any and all State grants, loans, reimbursements, advances, contracts, property, discounts of other State financial assistance extended after the date hereof to the Applicant by NEMA, that such State Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the State of Nebraska shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on this page and is authorized to sign this assurance on behalf of the applicant.
16. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
17. It will comply with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470). Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse by the activity, and notifying the State grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the State grantor agency to avoid or mitigate adverse effects upon such properties.
18. It will for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

 AUTHORIZED REPRESENTATIVE

 DATE

draft

(date)

Nebraska Emergency Management Agency
Attn: Georgia Welton, Public Assistance Officer
1300 Military Road
Lincoln, NE 68508

Dear Ms. Welton:

I here by appoint _____ (name of person & title) _____ as the authorized representative for (name of entity) _____ for the federally declared disaster (# of federal disaster).

Sincerely,

Name- see list below

Type job title here

Notes: This is an example only do not use this form

An entity may be a County, City, Village, Townships SID, NRD, PPD, PNP, School District, or a State Agency, etc.....

The authorized representative is one who will be doing all the paper work- such as the city or county clerk or county roads clerk, financial administrator etc....

The person to sign this letter is someone in charge such as the county commissioner, mayor, highway supervisor, CEO etc....

This is to be typed on your letter head and faxed to (402) 471-7268

Daily Activity Report						
Applicant name: _____					Date: _____	
LABOR						
Hours	Job	Rate	Title	Name	Amount	
Regular	OT					
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
0.00	0.00	Daily total Labor:			0.00	
Note: at end of columns total hours Regular & OT						
EQUIPMENT						
Hours	Rate	Equip. description	Amount			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
			\$ -			
0.00	Daily total Equipment:			0.00		
Note: at end of columns total hours						
				preparer's initials:		

Note: total labor hours(reg+OT) must be equal to or more than equipment hours
total reg+OT must be >or= equip hours

Daily Activity Report						
Applicant name: _____					Date: _____	
LABOR						
Hours		Rate	Job Title	Name	Amount	
Regular	OT					
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
		Daily total Labor:				
Note: at end of columns total hours Regular & OT						
EQUIPMENT						
Hours		Rate	Equip. description	Amount		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
		Daily total Equipment:				
Note: at end of columns total hours						
				preparer's initials:		

Note: total labor hours(reg+OT) must be equal to or more than equipment hours
total reg+OT must be >or= equip hours

Summary of Material & Contract/Lease Invoices

Company Name	Invoice no#	Inv.Date	Description	Amount
				\$ -
Note:list all inv. totals or partial inv. amts that apply towards costs due to declared disaster				
			preparer's initials:	

AERIAL WILDFIRE SUPPRESSION STATEMENT					
Requesting Fire Department:				Officer Requesting:	
Date&Time Requested:				Date&Time Dispatched:	
Fire Location:					
Apprx.Acres Burned:				Total gals.Retardant used:	
Complete the following for each aircraft used:					
Aircraft Registration #	Aircraft Capacity:	Total Loads:	Total Hours FlyingTime:	Rate per Hour:	
	gal.			\$	\$
	gal.			\$	\$
	gal.			\$	\$
	gal.			\$	\$
	gal.			\$	\$
	gal.			\$	\$
	gal.			\$	\$
Totals:					
Applicators Name:					
Federal ID #:			or	Social Security #:	
Mailing Address:					
Day Phone:			Applicators Signature:		
Date submitted:					
<p>Send Original bill to:</p> <p>NEBRASKA FOREST SERVICE - FIRE CONTROL</p> <p>PO Box 830815</p> <p>Lincoln, NE 68583-0815</p> <p>Phone # (402) 472-2944 Fax # (402) 472-2964</p>					

**STATE OF NEBRASKA
GOVERNOR'S EMERGENCY FUND**

Disaster #:

Date of Disaster:

Area Effected:

PARTICIPATION

(Program Cost Share Percentages)

PUBLIC ASSISTANCE:

Federal:

State/Local Share:

HAZARD MITIGATION:

Federal:

Local:

INDIVIDUAL ASSISTANCE:

Federal:

State:

Assisting Jurisdictions:

thru the SERT program

State:

COMMENTS:

This _____ disaster involved _____ damages to the above listed entity(s). The repair of damages would cause a financial hardship to _____. Thus the state funding will be provided from the Governor's Emergency Fund to eligible applicants under the provisions of the Robert T. Stafford Act (PL93-288 as amended). State agencies and public power entities are not eligible for funding from the Governor's Emergency Fund.

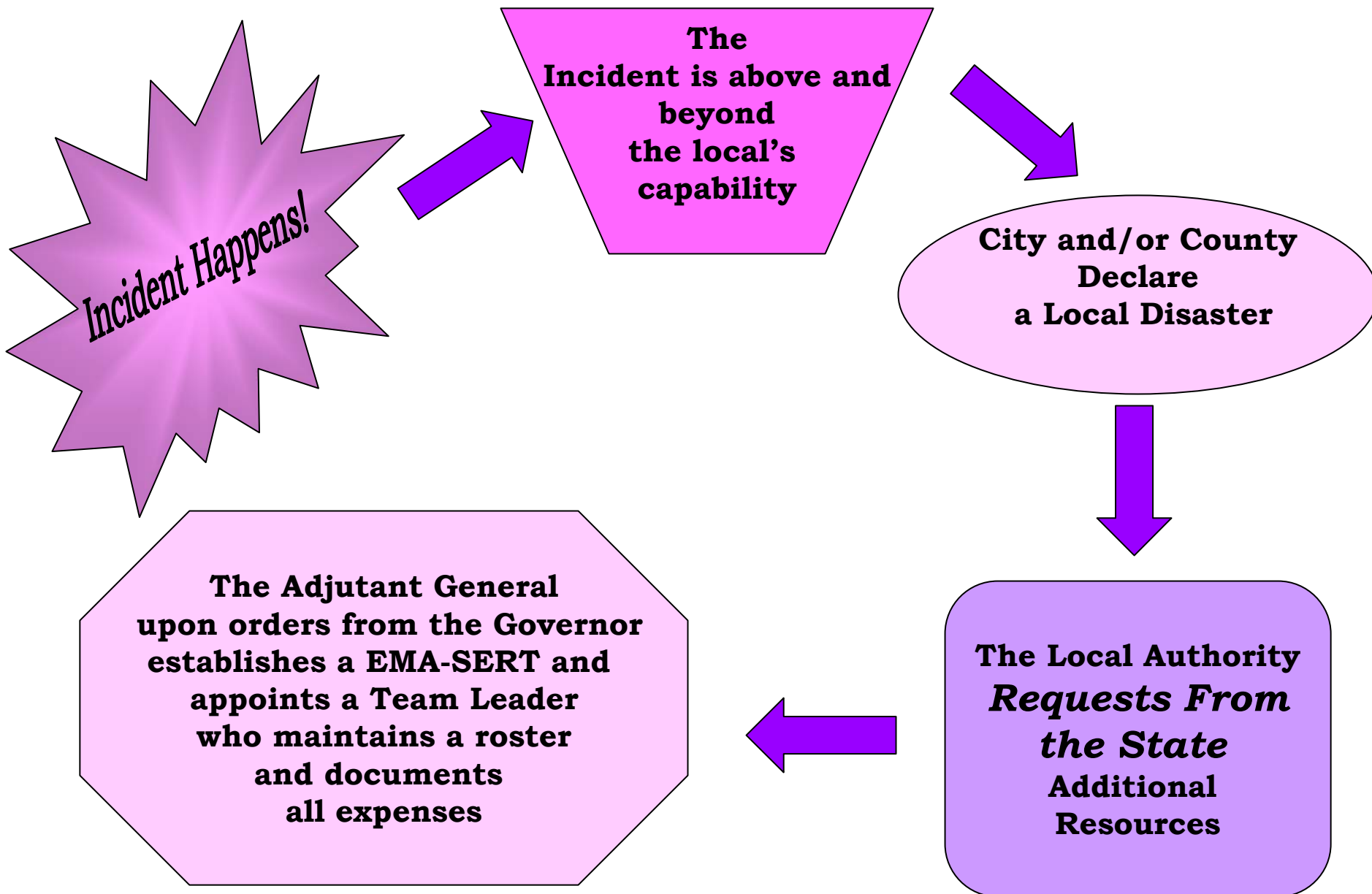
Signature

Date

Governor-State of Nebraska

Title

EMA-SERT Flow Chart



As per Nebraska State Statutes, R.R.S. 81-829.52 through 81-829.55, the Adjutant General upon orders of the Governor is authorized to establish a State Emergency Response Team(s) as may be necessary to reinforce emergency management organizations. The AG shall appoint a team leader for each team who shall have primary responsibility for the organization, administration and operation of such team. The team leader shall keep and maintain a roster of members of the team, along with all eligible expenses (See EMA-SERT forms). Only expenses that appear on the forms shall be entitled to the benefits provided by section 81-829-53. See attached EMA-SERT Flow Chart and Standard Operating Procedures (SOP).

STATE EMERGENCY RESPONSE TEAM (EMA-SERT) SOP

As per RRS 81-829.52 through 81-829.55

- A. The Adjutant General, upon orders of the Governor is authorized to establish state emergency response teams as may be necessary to reinforce emergency management organizations. Examples of these teams are, but not limited to:
 - 1. Employees of other political subdivisions with special skills or needed equipment. Nebraska Emergency Management Agency (NEMA) will reimburse the political subdivision sending assistance for documented labor, material and equipment used for disaster assistance.
 - 2. A volunteer organization of specialists will aid the requesting jurisdiction following a disaster. NEMA will direct bill lodging and reimburse for meals and mileage at the current State rates for the responding members.
 - 3. Individual specialist, not employed by another political subdivision. NEMA will compensate them at rates to be established at the time their services are requested.
- B. Counties, cities, villages and other political jurisdictions, upon finding an emergency incident above and beyond their capability, will request additional resources **through the NEMA Emergency Operations Center or Duty Officer by calling 1-(877)-297-2368 or (402) 471-7421**
- C. Upon receipt of the request, the Adjutant General, through NEMA, may identify a state emergency response team (sert) to provide assistance to the requesting jurisdiction. At that time, the Adjutant General will appoint a team leader who is responsible for:
 - 1. Documenting of the team's activation, current roster of personnel, including date and time of activation, and estimated duration of the mission. (See attached Activation Roster Form)
 - 2. Compiling and keeping documentation of labor, material, equipment and miscellaneous expenses used during activation. (See attached Daily Activity and Miscellaneous Report Forms)
 - 3. Providing daily status reports to the authority in charge of emergency management activities in the area in which they are serving and reviewing the Safety Reminder list daily.
 - 4. At the time of deactivation, making sure all necessary forms are filled out completely and legibly and returned to the Public Assistance Officer at NEMA.
- D. Any damages to equipment should be covered by insurance and only the deductible amount is reimbursable by the state. There must be proof that the damages occurred during EMA-SERT activation and the equipment was being used for emergency and/or disaster work at the time the damage occurred.

EMA-SERT Info:

- Incident happens
- Local jurisdiction responds and is responsible for initial Incident Command

Option 1: If situation is above and beyond local capability
They first go to mutual aid agreements

Option 2: If situation is still beyond local capabilities
Local jurisdiction calls state (duty officer) for
Assistance and or additional resources

- Note: If neighboring jurisdictions (with or without mutual aid agreements) have already been helping out then for the first 48 hours it is considered volunteer work

- _____

- The EMA-SERT will only be utilized if a State or Federal disaster has been declared
- The team(s) will bill Nebraska Emergency Management Agency (NEMA) with proper and detailed documentation Of all expenses –see SOP and Documentation forms

Activation/ Roster EMA -SERT Form

Today's Date: _____

Team Leader Name:

Activation date & time:

estimated duration of:

[illegible]

Daily Activity Report

DATE: _____

DISASTER LOCATION:_____

EMA-SERT - TEAM LEADER:_____

[illegible][illegible][illegible]

Miscellaneous Activity Report

DISASTER LOCATION: _____

DATE: _____

EMA-SERT -TEAM LEADER: _____

MEALS

Total

LODGING

ATTACH RECEIPTS

Team Leader Information List

- Activation/Roster EMA-SERT form
- Blank copies of Labor, Material, and Equipment EMA-SERT forms
- Safety Reminder list – stack of copies to hand out
- State EOC and or Duty Officer phone number
 - Monday – Friday officer hours 7:30am to 4:00pm
main switchboard (402)471-4730 –status updates
Or: Fax - (402)471-7433 – status updates
 - For Emergencies call: (402)471-7421
 - Toll Free number: 1 (877) 297-2368
- State PA Officers telephone number
(402)471-7236 –for help with documentation
(402)471-7433 –to fax completed documents or
Mail to: NEMA
c/o Georgia Welton, PAO
1300 Military Road
Lincoln, NE 68508

SAFETY REMINDER LIST

- While at the site of the incident all field personnel must be alert and check for hazards that could cause serious injury. Such hazards could include:
 - debris
 - loose footing
 - items falling from above
 - spills of a variety of liquids
 - loose but hot electrical connectors
 - possible gas leaks
 - precarious support systems for walls and ceilings
- Utilize proper Personal Protective Equipment (PPE)--Examples of PPE:
 - appropriate clothing and footwear with hard sole shoes
 - eyewear and headgear
 - hand and ear protection
 - lip balm and sunscreen
 - insect repellent
 - medicated powder
 - dust masks
- A certain amount of stress is present in you everyday life, but can become intense during disaster work. Remember it is normal to experience stress during a disaster operation but it can be identified and managed.
- Above all use common sense.